

Procedures for Obtaining Commercial Aviation Services (CAS) using the Reimbursable Interagency Agreement between NOAA and the U.S. Department of Interior (DOI) National Business Center Aviation Management (AM) Office (formerly known as Office of Aircraft Services (OAS))

A copy of the agreement can be downloaded from the OMAO web site:

<http://www.oma.noaa.gov/aviationsafety/nonnoaa.html>

Please read the “Aircraft Rental Agreement Instructions” for the region you are using (Eastern, Western, Hawaii/Alaska) posted at:

<http://www.oma.noaa.gov/aviationsafety/nonnoaa.html>

The Reimbursable Interagency Agreement between NOAA and DOI allows NOAA to use the DOI AM Aircraft Rental Agreement (ARA) System, which is similar to a "blanket purchase agreement" list of vendors that have been evaluated by the Department of Interior for Federal agency use. The list of vendors can be viewed on their web site:

<http://www.oas.gov/source/source.htm> Select “Aircraft Source List” where you can input various search criteria to find aircraft in your project area. The ARA system is set up for aircraft charters **up to \$25,000** per mission. NOAA offices utilizing a DOI AM “Aircraft Rental Agreement” for aircraft services up to \$25,000 per mission, will be charged a DOI administrative overhead fee equal to **14% of the actual amount paid to the aircraft vendor for services rendered.**

The DOI AM contracting officers will also work with NOAA to facilitate aircraft charters **in excess of \$25,000**; and the administrative overhead fees associated with these contracts will be paid by the NOAA program requesting services at the rates below:

<u>Annual Cost per individual aircraft</u>	<u>Percentage</u>
\$25,000 - \$250,000	11%
\$250,001 - \$500,000	9%
\$500,001 - \$1,500,000	7%
\$1,500,001 – above	6%

In addition to the fees described above, DOI AM will charge the NOAA office requesting contracting services for reimbursement of any travel or per diem costs incurred for site visits to vendors not currently on the DOI AM Aircraft Source List, or for other travel incurred specifically on behalf of that NOAA office.

All NOAA business with DOI AM shall be coordinated through your Line Office liaison listed on the “contact information” tab of the NOAA Aviation Safety website (<http://www.aviationsafety.noaa.gov>) for submission to LCDR Debora Barr (NOAA’s liaison with DOI). Chartering with a vendor on the source list “outside the scope” of the instructions outlined below is in violation of the Reimbursable Interagency Agreement.

Procedures to request Commercial Aviation Services through DOI AM:

Submit Request

- Complete and fax a NOAA Form 56-48 "Request for Aircraft Support" to LCDR Eric Berkowitz of OMAO's Program Services and Outsourcing Division (fax 301-713-1541). The form can be found on OMAO's web site:
<http://www.OMAO.noaa.gov/fleettimereq.html>
- LCDR Berkowitz will contact you to discuss your project needs and fax back your NOAA Form 56-48 with an "OMAO assigned clearance number" annotated to authorize the procurement. The clearance number is also required for follow-up reporting of your flight(s).

Acquire Billing Code from DOI AM

- Determine if your office has "billee code" set up with DOI. This code is used to track your flight activity and ensure the aircraft vendor is paid by DOI for the flights you conduct. To determine if your office already has a code in place, go to:
<http://www.oas.gov/amab/billee/state.asp>
- If you do not have a billee code, obtain one by sending the following information to LCDR Barr of OMAO: Debora.R.Barr@noaa.gov via email in order to receive one:
 1. Point of Contact (telephone and email)
 2. Office Code
 3. Address for DOI AM to send the "detail of charges" to after the flights

Obtain Cost Estimate

- Once you have a billee code set up with DOI AM, and you determine that an existing ARA aircraft vendor can support your project, you can contact the vendor to request a cost estimate for your project. When you contact the vendor please tell them you are a customer of DOI AM utilizing the Aircraft Rental Agreement System so they can give you an accurate cost estimate using the ARA flight rate. Be sure to include an estimate of the DOI administrative overhead fees in your cost estimate.
- If there are currently no aircraft on the ARA source list that can support your project, LCDR Debora Barr will submit a request to DOI AM to search for additional vendors to fulfill your needs. LCDR Barr will also look at the requested flight profiles and determine if there are "special use" needs such as low-level surveillance flights or extended over-water flights, etc. These types of requests require a higher level of safety evaluation of the vendors including a flight evaluation of the pilots' flying skills, and require additional time to set up as an on-site inspection by AM is required.

Complete Procurement Request

- Fill out a CD 435 (Department of Commerce Procurement Request) to submit to your Administrative Support Center along with a copy of the NOAA Form 56-48 (annotated with your “OMAO Assigned Clearance Number”) to proceed with the procurement. The “Seller” on the CD-435 will be: U.S. Department of Interior, Aviation Management, 300 E. Mallard Dr., Suite 200, Boise ID 83706-3991, Attn: Erin Horsburgh 208-433-5033. ***Note:** You should follow your office’s procedures for authorizing procurements. When completing and submitting a CD-435 with DOI as the “seller” this does not mean that the funds are transferred to DOI – it is just an authorization for DOI to bill against these accounting codes if you actually fly with a vendor on the DOI list.*

Schedule Flight

- As soon as you have an approved Purchase Order or Requisition, and the cost estimate is less than \$25,000, you may contact the DOI Aircraft Rental Agreement vendor and schedule your flight(s).
- Download and read the “Aircraft Rental Agreement” from the DOI AM website for the region in which you will need aircraft:
 - To determine region: <http://www.oas.gov/fc/>
 - Alaska Region: <http://www.oas.gov/akro/akflight/fccindex.htm>
 - East Area: <http://www.oas.gov/east/fcc/index.htm>
 - West Area: <http://www.oas.gov/west/fcc/index.htm>
- The “Aircraft Rental Agreement” has detailed information regarding the responsibilities of NOAA employees acting on behalf of the government as well as vendor responsibilities. NOAA employees flying on ARA aircraft are required to visually inspect the DOI AM-issued Aircraft Qualification Card and Pilot Qualification Card, authorizing them to perform the flight prior to embarking on the aircraft to ensure the vendor is complying with the ARA agreement, as detailed in the ARA.
- If your cost estimate is greater than \$25,000, communicate your needs to LCDR Barr to request assistance from the DOI AM Contracting Office to proceed with the procurement.

Fly With Vendor

- When you fly with the ARA vendor, please ensure that the vendor fills out the DOI OAS-23 form using your billee code to ensure that the billing statements are directed properly. **You must enter your NOAA Purchase Order or Requisition Number and CAMS accounting codes in the “User Organization and Charge Codes” section on the OAS-23 form documenting the flight activity.** This will assist NOAA Finance in correctly billing your office for the flight activity.

Follow-Up Reporting

- Download the “Aircraft Use Report – OAS 23 User Guide” from the DOI AM website: <http://www.oas.gov/library/index.htm> which describes all of the codes used on the OAS-23 form.
- After the project is flown, the vendor will ask you to validate the OAS-23 form (Aircraft Use Report) so they can submit it to DOI AM for reimbursement. Please review the OAS-23 instructions available at: <http://www.oas.gov/library/index.htm> You will not be paying the vendor directly. DOI AM pays the vendor after the vendor submits the proper paperwork. DOI AM then bills NOAA for reimbursement using the billee code assigned. **Do not pay the vendor directly!**
- NOAA requires submission of a NOAA Form 56-56 (Commercial Aviation Services Report) to OMAO as well as the monthly ship and aircraft charter form due on the last Friday of each month that you fly to document the cost and utilization data associated with all aircraft outsourcing. These forms can be found on the OMAO web site: <http://www.OMAO.noaa.gov/fleettimereq.html> You will need your "OMAO Assigned Clearance Number" to complete these forms.

Free Aviation Safety Training

- DOI AM offers "Interagency Aviation Training" accessible from their web site: <http://iat.nifc.gov/> You will find online courses in Aviation Safety, Aircraft Capabilities and Limitations, Aviation Life Support Equipment, Crash Survival, and others. Any NOAA employee or contractor may log in and take these safety courses online. You will receive credit for taking the training only if you complete the test at the end of each module. It is strongly recommended that employees and contractors take advantage of this opportunity to learn about aviation safety. **Aviation Safety A-101** is a basic safety course which also outlines the ARA procedures that NOAA must follow when working with the vendors on the source list. DOI AM also offers an Aviation Conference and Education (ACE) session twice a year where many of the aviation safety courses are offered in a classroom setting. NOAA employees and contractors may sign up for the ACE sessions. There is no cost for this training other than travel and lodging.